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T/I/M-6
16 November 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Task Team I - Content Control

Minutes of the Sixth Meeting, 3 November 1964

Members or Their Representatives Present

NSA

CIA

CIA

STATE

CSS

Others Present

None

1. The minutes of the fifth meeting were read and approved. Highlights of the briefings which are attached hereto will be reviewed by the NSA briefers prior to formal issuance as part of the minutes.

2. [] welcomed Mr. Robert Whipp, State representative to the Task Team. By way of background information for Mr. Whipp, [] noted that the approved Terms of Reference for the Task Team have been received. He reiterated the philosophy for bounding the Task Team mission to the development of a scheme for identifying the substantive content of intelligence items, determination of its application throughout the Intelligence Community and that the scheme should be designed primarily to facilitate the dissemination of intelligence items. He noted the addition of consideration of the usefulness of the scheme of subsequent storage and retrieval needs which had been added to the Terms of Reference at CODIB's request.

Group I
Excluded from automatic
downgrading and
declassification.

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3. Referring to the Terms of Reference, [] noted that several specific tasks were called for, the first two of which were: (a) to identify major publishers of intelligence items and primary distribution points; (b) to review existing subject codes with special emphasis on those used by analyst to express their intelligence interests. [] noted that we were already actively engaged in the above by virtue of the briefings we had received to date. Also, some work has been accomplished in review of existing subject codes. A logical next step is to develop the flow diagrams which should identify appropriate points at which such a scheme might be applied. "There are a great many points of acquisition from which raw information flows to one or a few technical exploitation/publication points where it is edited, reproduced, published and then disseminated to multitudinous activities in the Community" (SCIPS State I Report, Volume, I, B. 2, fourth paragraph). It was pointed out that members in developing these flow charts might be fairly general in treating item originators and ultimate users but should be quite specific in identifying the editing, publishing and dissemination points. In developing the flow chart, the volume (number of issues flowing) should be included. These flow diagrams should be available for discussion at the meeting scheduled for 1 December 1964.

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4. The meeting then addressed itself to the problem of scope of the effort: Did it appear feasible at this time to apply such a scheme to most, if not all intelligence items? That is, can such a scheme be developed which will be applicable to the bulk quantity of intelligence items (II 3. Task Team Terms of Reference). Discussion ensued concerning categorization of intelligence items to aid in this determination. It was decided for the time being to utilize the definitions contained in DIA Statement of Intelligence Interest paragraph 1 page II as follows:

"DEFINITIONS - To establish common understanding of terms used herein the following definitions will apply.

a. Intelligence Information (hereafter referred to as raw intelligence) - is that unevaluated material of every description including that derived from observation, reports, rumors, photographs and other sources which when analyzed, produces intelligence.

b. Intelligence - is the product resulting from the collection, evaluation, collation, interpretation, analysis of all available information concerning the intentions, capabilities and objectives of other countries which are significant to a government's development and execution of plans, policies, decisions and courses of action. Intelligence is subject to almost endless classification and subdivision. It includes:

(1) Non-recurring finished intelligence publications which are produced as an evaluated position covering a specific subject and/or area of research on a non-scheduled, one-time basis".

5. In view of the difficulties which could be anticipated in this matter, it was felt that initially, priority attention might be accorded items falling roughly within category a. above.

6. The Task Team considered its progress in identifying existing subject codes. It was noted that we have been briefed and received copies

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of DIA and NSA dissemination codes. It was noted that CIA does not use numeric code but does disseminate by subject/area classes. The state member indicated that he would provide their dissemination code at the next meeting.

7. As a starter, the following dissemination codes and techniques were listed:

DIA - Statements of Intelligence Interest

NSA - code

CIA - Pattern technique

STATE - Subject code used for dissemination

It was noted that CIA's Collection Guidance Staff uses a subject/area code as does DIA in association with its Requirements Manual (DIRM). Also that Science & Technology segments of CIA and DIA have utilized subject/area classifications. It was suggested that a listing of all indexing codes and schemes discovered during the SCIPS survey might provide valuable guidance. The Secretary was requested to provide this information. The Chairman also requested that a file of pertinent exhibits so far acquired by the Task Team be set up and maintained by the CODIB Support Staff.

8. The Team then discussed the briefings they had received to date. A tentative list of characteristics of present dissemination systems were developed as follows:

a. Present systems seem reasonably successful. However no criteria is available to measure their success.

b. Dissemination is based on disseminator's understanding of customer requirements gained through reading mission statements, personal discussions and written requirements.

c. Customer interests are either stated freely (CIA) or with the aid of a code (CIA and NSA)

d. Decision to disseminate or not is based on:

- (1) Geographic area
- (2) Subject
- (3) Significance (as a selection criterion)
- (4) Type of report (summaries, those containing nomenclatures, personality information, factory markings, etc.)
- (5) Source
- (6) Urgent items.

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e. Number of customers ranges between 100-200.

f. Distribution between agencies is determined by series and source. No screening by subject or area is usually done by the originating agency for the recipient agency.

8. A list of unanswered questions was started. How specific should statements of interest be? How is this determined? In satisfying customers requirements, how much consideration is given to criteria other than subject/area? What is the basis for using other criteria? What is the effect of so doing? It was noted by the DIA member that we were now addressing basic customer needs which will be a vital ingredient in developing a useful scheme for representing intelligence item content.

9. The next meeting is scheduled for 1300, 17 November 1964. It will be held at State in the the New State building. Attendees should use the C-Street, or diplomatic entrance, first corridor to right, pass the stairway, enter Room 1239 which is first door on left.



Secretary

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